STUDENT ACCOMMODATION PROCESS
Brought to you by Student Disability Services.
The estimated time to review this lesson is 10 minutes.
Please note, while the information in this lesson references a faculty member’s role in the Student Disability Accommodation Process, the content of this course is relevant to all members of the UTSA Community, including faculty, staff, student workers and volunteers.
The University of Texas at San Antonio promotes equal access for all university programs and activities for students with disabilities.

But what is your role as faculty?
PROVIDE REASONABLE ACCOMMODATION

Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act, as amended, require UTSA and its faculty to provide reasonable accommodations (academic adjustments) to qualified students with disabilities. Examples of student accommodations include:

- extended time on exams
- preferential seating in the classroom
- note-taking assistance and/or copies of notes
- absence or tardy leniency, etc.
As a UTSA faculty member, you may encounter students in your class who need an accommodation so it is important that you understand UTSA’s accommodation process and your role.
DETERMINE ACCOMMODATIONS

UTSA’s Student Disability Services ("SDS") has a process in place for students to request accommodations. **SDS is the only UTSA office** designated to review the student’s disability documentation and determine the student’s eligibility for appropriate accommodations. Once SDS has determined that a student is eligible for accommodations, they will issue a letter that lists the appropriate accommodations ("Accommodation Letter").
Students are asked to provide you, their instructor, the Accommodation Letter which gives the student and you an opportunity to discuss the accommodations and how best to implement those accommodations in the class. Any student requesting an accommodation without an Accommodation Letter should be referred to SDS to begin the accommodation process.
If you need guidance, have any questions or believe you cannot meet an accommodation (e.g. the accommodation is not “reasonable” or it would fundamentally alter the academic integrity of the course), please contact Student Disability Services to discuss the matter. SDS also can assist you with suggestions, questions or decisions on the implementation of accommodations. However, **federal law requires** that UTSA provide students with **reasonable accommodations** and **failing** to provide such accommodations is a form of **unlawful discrimination**.
The student’s disclosure of a disability and their need for accommodation is to be treated confidentially and should not be discussed with other students or faculty members. Students are not required to share their specific diagnosis with you.
Sometimes it is hard to physically determine if a student has a disability.

Are students required to share their specific diagnosis with you?

☐ Yes  ☐ No
YOU’RE RIGHT.
Students are NOT required to share their specific diagnosis with you.
Does your role as a faculty member also include the responsibility to determine the student's disability?
YOU’RE RIGHT.

SDS is the only UTSA office designated to review the student’s disability documentation and determine the student’s eligibility for appropriate accommodations.
For more information please contact SDS at 458-4157 Main Campus, 458-2945 Downtown Campus, via email disability.services@utsa.edu or online at [link].

Click the graphic to download the SDS Faculty Resource Guide.
You have completed the Student Accommodation Process lesson. What would you like to do next?

- e-mail the office of Student Disability Services
- Review lesson
- Scroll up and click the orange EXIT ACTIVITY button above this lesson to return to the course homepage and click on the DISCRIMINATION & HARASSMENT lesson